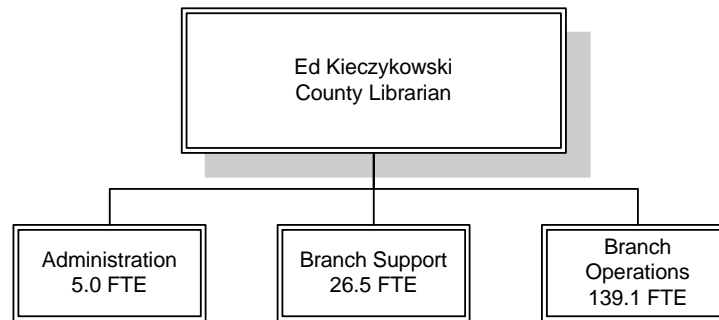


LIBRARY Ed Kieczykowski

MISSION STATEMENT

The San Bernardino County Library provides equal access to information services and materials for all residents of the County of San Bernardino. The Library actively promotes its information services, materials and programs for the informational, educational, cultural and recreational needs of all residents of San Bernardino County.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The San Bernardino County Library provides public library services through a network of 29 branches in unincorporated areas and 18 incorporated cities within the county. Two bookmobiles are utilized to reach people who live in sparsely populated areas or are unable to visit the traditional branches. The County Library also operates a specialized bookmobile unit in the High Desert that provides literacy and school readiness programming to young children and their parents or caregivers. The County Library provides access to information through its collection of 1,200,000 items as well as 500 Internet Accessible Public computers. The public computers also provide access to a number of on-line databases and other electronic resources. Electronic access to County Library's collection of materials is available through the Internet, and daily delivery services provide for materials to be shared among the various branches. Cultural and educational programs for all ages, including literacy services and other specialized programs, are provided at the branch locations. In addition, County Recorder Services are located at the Apple Valley, Fontana, and Montclair branch libraries.

The County Library is financed primarily through dedicated property tax revenues and is also supported by local "Friends of the Library" organizations that financially assist Library branches in local communities. A total of 1,500 volunteers, performing a variety of tasks, also assist in supporting local libraries.



BUDGET AND WORKLOAD HISTORY

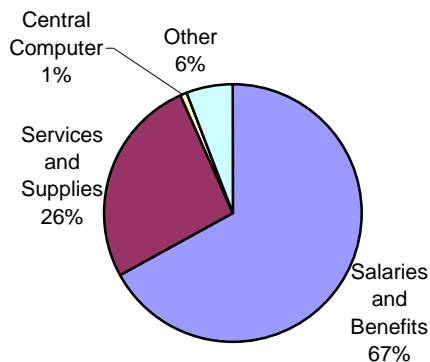
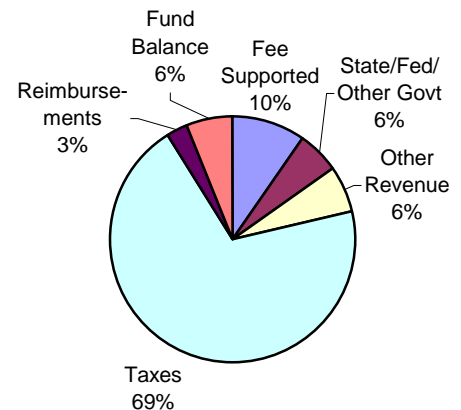
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	11,536,150	11,561,194	11,413,849	10,916,787
Total Financing Sources	11,697,656	10,875,152	11,416,484	10,228,110
Fund Balance		686,042		688,677
Budgeted Staffing		209.2		171.6

Workload Indicators

Circulation	2,902,322	2,900,000	2,726,900	2,300,000
Reference	547,728	625,000	385,500	378,800
Branches	29	29	29	29
Total Branch Hours	67,864	67,800	67,800	56,000
Total Patron Visits	3,309,508	3,350,000	3,314,300	3,000,000

A projected \$1.2 million loss of property tax revenues in FY 2004-05 through a State ERAF shift will require reductions in part-time staff that in turn will necessitate a decrease of eight (8) hours per week in public services hours at all branch libraries. Reduced hours of service are projected to cause in corresponding decreases in materials circulation, reference questions, and patron visits.

As part of the county's overall budget reduction plan, the ongoing general fund subsidy to Library operations will be reduced by 9 percent (\$26,150).

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY**2004-05 BREAKDOWN BY FINANCING SOURCE**

GROUP: Econ Dev/Public Svc
DEPARTMENT: County Library
FUND: County Library

BUDGET UNIT: SAP CLB
FUNCTION: Education
ACTIVITY: Library

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	7,353,578	7,804,504	464,772	19,572	(777,425)	7,511,423	22,994	7,534,417
Services and Supplies	3,706,273	3,214,579	78,861	-	(435,095)	2,858,345	75,184	2,933,529
Central Computer	73,009	73,009	21,393	-	-	94,402	-	94,402
Other Charges	112,871	112,925	-	-	-	112,925	(157)	112,768
Improve to Struct	181,800	150,000	-	-	-	150,000	(100,000)	50,000
Transfers	495,948	520,707	-	-	-	520,707	(13,881)	506,826
Total Exp Authority	11,923,479	11,875,724	565,026	19,572	(1,212,520)	11,247,802	(15,860)	11,231,942
Reimbursements	(509,630)	(314,530)	-	-	-	(314,530)	(625)	(315,155)
Total Appropriation	11,413,849	11,561,194	565,026	19,572	(1,212,520)	10,933,272	(16,485)	10,916,787
Departmental Revenue								
Taxes	8,435,316	8,250,649	565,026	19,572	(1,186,370)	7,648,877	162,023	7,810,900
State, Fed or Gov't Aid	709,374	643,903	-	-	-	643,903	(8,903)	635,000
Current Services	1,030,000	1,080,000	-	-	-	1,080,000	-	1,080,000
Other Revenue	453,794	612,600	-	-	-	612,600	(172,240)	440,360
Total Revenue	10,628,484	10,587,152	565,026	19,572	(1,186,370)	9,985,380	(19,120)	9,966,260
Operating Transfers In	788,000	288,000	-	-	(26,150)	261,850	-	261,850
Total Financing Sources	11,416,484	10,875,152	565,026	19,572	(1,212,520)	10,247,230	(19,120)	10,228,110
Fund Balance		686,042	-	-	-	686,042	2,635	688,677
Budgeted Staffing		209.2	-	-	(37.4)	171.8	(0.2)	171.6

DEPARTMENT: County Library
FUND: County Library
BUDGET UNIT: SAP CLB

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	209.2	11,561,194	10,875,152	686,042
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	464,772	464,772	-
Internal Service Fund Adjustments	-	100,254	100,254	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	565,026	565,026	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	19,572	19,572	-
Subtotal	-	19,572	19,572	-
Impacts Due to State Budget Cuts	(37.4)	(1,212,520)	(1,212,520)	-
TOTAL BASE BUDGET	171.8	10,933,272	10,247,230	686,042
Department Recommended Funded Adjustments	(0.2)	(16,485)	(19,120)	2,635
TOTAL 2004-05 PROPOSED BUDGET	171.6	10,916,787	10,228,110	688,677



SCHEDULE B

DEPARTMENT: County Library
 FUND: County Library
 BUDGET UNIT: SAP CLB

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Tax revenue loss from State proposed ERAF shift and the resulting impact	(36.7)	(1,186,370)	(1,186,370)	-
* Defund a total of 32.5 entry level Library Page positions (\$520,000). This action will result in a reduction in public service hours by approximately eight (8) hours per week at all branches. * Defund the following 4.2 vacant positions (\$231,275): * 1.0 Bookmender * 1.0 Librarian I * 0.9 Librarian II * 1.3 Library Associates * Reduction in the purchase of Library Materials by \$435,095. This action will result in a Library Materials budget for FY 2004-05 of \$150,000.				
Reduced funding from the County General Fund	(0.7)	(26,150)	(26,150)	-
Defund a vacant extra-help Library Assistant position. The defunding of this position contributes to the reduction in public service hours.				
Total	(37.4)	(1,212,520)	(1,212,520)	-



SCHEDULE C

DEPARTMENT: County Library
 FUND: County Library
 BUDGET UNIT: SAP CLB

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Salaries and Benefits * 0.6 addition to a Library Program Coordinator (\$39,924) that was partially funded in FY 2003-04. * 0.4 decrease for a Library Regional Manager position (\$34,632) to allow for mid-year recruitment to replace the retiring incumbent. * Defund 0.4 vacant Library Associate (\$22,000) * Additional amount budgeted primarily the result of step increases (\$39,702)	(0.2)	22,994	-	22,994
2.	Services and Supplies * Projected increase in reimbursement to Friends of the Library for video rentals (\$115,000) * Increased vehicle charges estimated for FY 2004-05 (\$21,000) * Decrease in programming costs charged by ISD due to the ability to use internal staff for most project work (\$55,801) * Decrease in COWCAP Charges (\$29,014) * Net increase of adjustments to all other services and supplies (23,999).		75,184	-	75,184
3.	Other Charges Minimal decrease in interest charges for the Apple Valley Construction Loan.	-	(157)	-	(157)
4.	Improvements to Structures Decrease due to the completion of improvement projects during FY 2003-04 at the Adelanto, 29 Palms, and Lucerne Valley branch libraries.	-	(100,000)	-	(100,000)
5.	Transfers Decrease primarily the result of reduced rent payments transferred to the Real Estate Services Department.	-	(13,881)	-	(13,881)
6.	Reimbursements Minimal change in reimbursements anticipated for FY 2004-05.	-	(625)	-	(625)
7.	Taxes Additional property tax revenues are projected based on estimates provided by the County's Auditor/Controller-Recorder.	-	-	162,023	(162,023)
8.	State, Federal, or Other Governmental Aid Reduced funds from the State for literacy programs.	-	-	(8,903)	8,903
9.	Other Revenue * Reduced First Five Grant Funding (\$125,000) * Reduction in federal E-Rate reimbursements (\$82,740) * No further property tax loss payments from the City of Rancho Cucamonga (\$50,000) * Other various minor decreases (\$4,500) * Increased donations from the Friends of the Library (\$90,000)	-	-	(172,240)	172,240
Total		(0.2)	(16,485)	(19,120)	2,635



SCHEDULE D

DEPARTMENT: County Library
 FUND: County Library
 BUDGET UNIT: SAP CLB

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Operating Transfers In	Fund Balance
1	Library Book Budget Augmentation During the past three (3) fiscal years, severe cuts in State Aid and Property Tax Revenues have significantly reduced the amount available for County Library's book budget. The \$150,000 budgeted for books in FY 2004-05 represents a minimal level and is financed entirely by contributions from the Friends of the Library. In 2003-04, the Board of Supervisors provided the Library with a \$500,000 augmentation for materials, resulting in a total book budget of \$1,085,000. County Library is seeking an additional \$935,000 from the County General Fund that would restore its materials budget to the FY 2003-04 level. Without this funding, purchases of books, audio-visual materials, magazines, and newspapers will be virtually eliminated.	-	935,000	935,000	-
2	Restore Staffing and Library Hours Provide funding to restore all positions that were defunded as a result of projected State Budget Cuts. This action would avoid having County Library reduce eight (8) hours of public service per week at all branch libraries.	37.4	777,425	777,425	-
Total		<u>37.4</u>	<u>1,712,425</u>	<u>1,712,425</u>	<u>-</u>

SCHEDULE E

DEPARTMENT: County Library
 FUND: County Library
 BUDGET UNIT: SAP CLB

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
Computer Printing Fee Change Current fee structure charges \$0.10/page for printing, with the first 25 pages being free. Under this current fee structure, the County Library generates approximately \$6,600 in revenue per year. The Department proposes to maintain the same \$0.10/page fee, but would allow only the first 5 pages to be printed free. It is estimated that this change would produce an additional \$93,400 in revenue each year for County Library. This revenue is needed to offset the cost of paper, cartridges, and printer replacement. Directing revenues to support printing costs now subsidized by the Library's operating budget would free a corresponding amount to support the purchase of materials.	-	93,400	93,400	-
Total	<u>-</u>	<u>93,400</u>	<u>93,400</u>	<u>-</u>

